

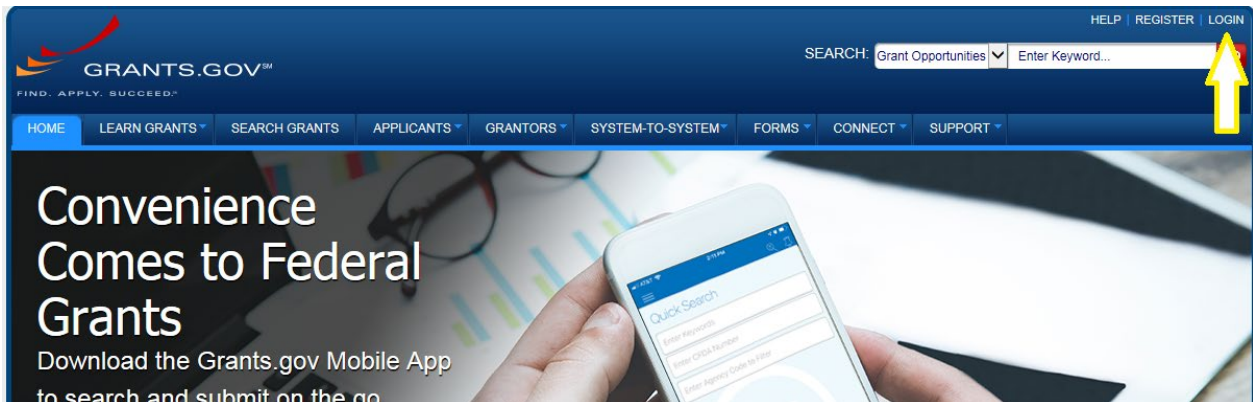
## Guidance on Selecting Opportunity Zones (OZs) in DOE and NNSA Funding Opportunity Announcements (FOAs) posted on Grants.gov

This guidance identifies the field that must be used in Grants.Gov to designate a specific OZ for a FOA when an OZ is used as a Program Policy Factor in a FOA. In addition, Policy Flash 2020-16, encourages using OZs as Program Policy Factors in DOE and NNSA FOAs.

Updating the “Category of Funding Activity” field in Grants.gov in accordance with this guidance will ensure that the data used for reporting on OZs is accurate. See the steps below:

**STEP 1: Navigate to this website** <https://www.grants.gov/>

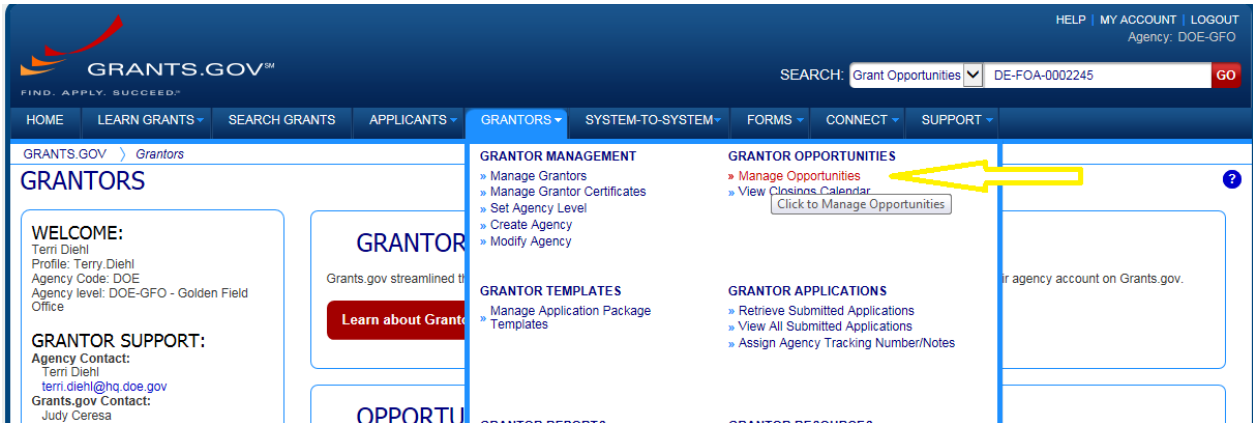
**STEP 2: Select “LOGIN”**



**STEP 3: Provide Username and Password and Select “LOGIN”**

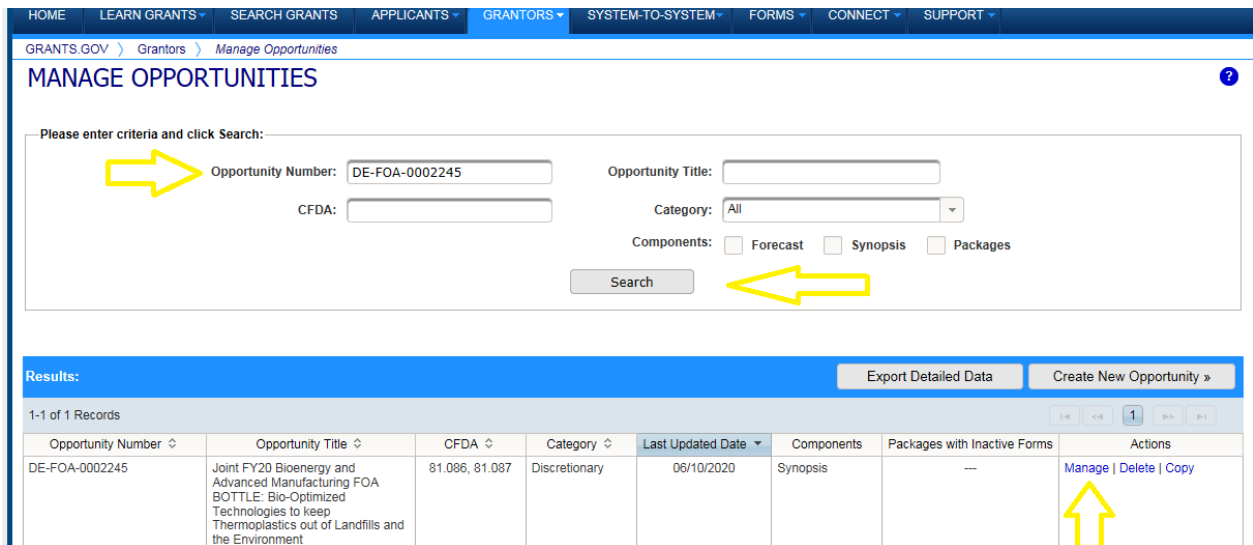
A screenshot of the Grants.gov login page. The page has a blue header with navigation links. Below the header, the word "LOGIN" is prominently displayed. A message states: "If you do not have a Username and Password, please Register as a New User." The main login area is divided into two sections by a vertical line. On the left, there is a form with fields for "Username:" and "Password:" (marked as case sensitive), and a "Login" button. On the right, there are two options for authentication: "PIV / CAC" (For Federal Users - Insert PIV / CAC Card) and "AMS" (For HHS Grantors). Yellow arrows point to the "Username:" and "Password:" fields, and another yellow arrow points to the "Login" button. At the bottom, there are links for "Forgot My Username", "Forgot My Password/Unlock My Account", and "Login as EBiz POC".

#### STEP 4: Select “Manage Opportunities” from the GRANTORS tab



The screenshot shows the GRANTS.GOV website. The top navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS (selected), SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The GRANTORS dropdown menu is open, showing options like Manage Grantors, Manage Grantor Certificates, Set Agency Level, Create Agency, and Modify Agency. The GRANTOR OPPORTUNITIES section is highlighted with a yellow arrow pointing to the 'Manage Opportunities' link. Below this, there are sections for GRANTOR TEMPLATES and GRANTOR APPLICATIONS.

#### STEP 5: Type in the “Opportunity Number” and Select “Search” and then Select “Manage” from the search results



The screenshot shows the 'MANAGE OPPORTUNITIES' page. The search criteria are entered: Opportunity Number: DE-FOA-0002245. The Search button is highlighted with a yellow arrow. The search results table shows one record for DE-FOA-0002245, with the 'Manage' link highlighted by a yellow arrow.

Opportunity Number	Opportunity Title	CFDA	Category	Last Updated Date	Components	Packages with Inactive Forms	Actions
DE-FOA-0002245	Joint FY20 Bioenergy and Advanced Manufacturing FOA BOTTLE: Bio-Optimized Technologies to keep Thermoplastics out of Landfills and the Environment	81.086, 81.087	Discretionary	06/10/2020	Synopsis	---	<a href="#">Manage</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

**STEP 6: Select the “SYNOPSIS” tab and then Select “Modify”**

The screenshot shows the 'MANAGE OPPORTUNITY' page on GRANTS.GOV. The 'SYNOPSIS' tab is selected and highlighted with a yellow arrow. The 'Modify' button is also highlighted with a yellow arrow. The page displays the following information:

- DE-FOA-0002245 [Modify Details]
- Joint FY20 Bioenergy and Advanced Manufacturing FOA BOTTLE: Bio-Optimized Technologies to keep Thermoplastics out of Landfills and the Environment
- Department of Energy
- Golden Field Office
- Opportunity Category: Discretionary
- CFDA Number(s): 81.086, 81.087
- Opportunity ID: 325461
- Related Opportunities
- Forecast, SYNOPSIS, VERSION HISTORY, RELATED DOCUMENTS, PACKAGE
- Manage Synopsis: [Text Field]
- General Information:
  - Document Type: Grants Notice
  - Funding Opportunity Number: DE-FOA-0002245
  - Funding Opportunity Title: Joint FY20 Bioenergy and Advanced Manufacturing
  - Version: Synopsis 3
  - Post Date: Mar 16, 2020
  - Last Updated Date: Jun 10, 2020

**STEP 7: Select “Category of Funding Activity” and then Select “Opportunity Zone Benefits.”**  
Please note if a “Category of Funding Activity” is already selected and you want to keep that activity, use the “shift” key when selecting the additional Opportunity Zone Benefits.

The screenshot shows the 'MODIFY SYNOPSIS' page on GRANTS.GOV. The 'Category of Funding Activity' dropdown is open, and 'Opportunity Zone Benefits' is selected. A yellow arrow points to the 'Opportunity Zone Benefits' option. The page displays the following information:

- DE-FOA-0002245
- Joint FY20 Bioenergy and Advanced Manufacturing FOA BOTTLE: Bio-Optimized Technologies to keep Thermoplastics out of Landfills and the Environment
- Department of Energy
- Golden Field Office
- Opportunity Category: Discretionary
- CFDA Number(s): 81.087, 81.086
- Opportunity ID: 325461
- General Information:
  - Version: 4
  - \*Funding Instrument Type: Cooperative Agreement
  - \*Category of Funding Activity: Opportunity Zone Benefits
  - Category Explanation: [Text Field]

**STEP 8: At the bottom of the screen provide the “Modification Comments” and Select “Publish”**

Link to Additional Information:

Link Description:

\*Grantor Contact:

\*Grantor Contact E-Mail Address:

\*Grantor Contact E-Mail Description:

Notifications: ☒ Send Change Notifications via email

\*Modification Comments:

**STEP 9: The results of the modification will be displayed for verification. Select “Publish” again at the bottom of the page.**

(exchangehelp@hq.doe.gov). The eXCHANGE helpdesk and/or the EERE eXCHANGE System Administrators (eXCHANGE@ee.doe.gov) will assist the Applicant in resolving all issues. Applicants that experience issues with submissions that result in a late submission: In the event that an Applicant experiences technical difficulties with a submission that results in a late submission, the Applicant should contact the eXCHANGE helpdesk for assistance (exchangehelp@hq.doe.gov). The eXCHANGE helpdesk and/or the EERE eXCHANGE System Administrators (eXCHANGE@ee.doe.gov) will assist the Applicant in resolving all issues (including finalizing the submission on behalf of, and with the Applicant's concurrence). DOE will only accept late applications when the Applicant has a) encountered technical difficulties beyond their control; b) has contacted the eXCHANGE helpdesk for assistance; and c) has submitted the application through eXCHANGE within 24 hours of the FOA's posted deadline.

Link to Additional Information:

Link Description:

\*Grantor Contact:

\*Grantor Contact E-Mail Address:

\*Grantor Contact E-Mail Description:


Notifications: ☐ Send Change Notifications via email

\*Modification Comments:

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GRANTS.GOV Applicant Support

As a result of these steps the FOA has been updated



DE-FOA-0002245 [\[Modify Details\]](#)  
Joint FY20 Bioenergy and Advanced Manufacturing FOA BOTTLE: Bio-Optimized Technologies to keep Thermoplastics out of Landfills and the Environment  
Department of Energy  
Golden Field Office

Related Opportunities

Opportunity Category: Discretionary  
CFDA Number(s): 81.086, 81.087  
Opportunity ID: 325461

FORECAST	SYNOPSIS	VERSION HISTORY	RELATED DOCUMENTS	PACKAGE
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Manage Synopsis Details:

ModifyDelete

General Information:

Document Type: Grants Notice

Funding Opportunity Number: DE-FOA-0002245

Funding Opportunity Title: Joint FY20 Bioenergy and Advanced Manufacturing FOA BOTTLE: Bio-Optimized Technologies to keep Thermoplastics out of Landfills and the Environment

Opportunity Category: Discretionary

Opportunity Category Explanation:

Funding Instrument Type: Cooperative Agreement

Category of Funding Activity: Energy  
Opportunity Zone Benefits

Category Explanation:

Expected Number of Awards: 10

CFDA Number(s): 81.086 – Conservation Research and Development

Version: Synopsis 3

Post Date: Mar 16, 2020

Last Updated Date: Jun 10, 2020

Close Date: Jun 18, 2020

Close Date Explanation:

Archive Date: Nov 02, 2020

Estimated Total Program Funding: \$25,000,000

Award Ceiling: \$2,500,000

Award Floor: \$1,500,000